

DIRECTIVE

WORKFORCE SERVICES

Number: WSD07-2

Date: September 6, 2007

69:162:cs:11380

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: SFP—RAPID RESPONSE SPECIAL PROJECTS FUNDING FOR
PY 2007-08

EXECUTIVE SUMMARY:

Purpose:

This directive announces the availability of approximately \$3.3 million for Rapid Response (RR) Special Projects for Program Year (PY) 2007-08 in a Solicitation for Proposal (SFP) and facilitates a localized, decentralized process for delivery of RR Special Project activities.

Scope:

This directive provides guidance for applying for State funding to meet the necessary and reasonable costs of delivering allowable RR Special Project activities in California's Local Workforce Investment Areas (LWIA) from October 1, 2007, through September 30, 2008. (If requested by a successful applicant, the twelve-month term of approved projects may start later than October 1, 2007, but not later than January 1, 2008.)

This directive does not relate to applications for Additional Assistance, which are described in Workforce Investment Act (WIA) Directive [WSD07-3](#), Dislocated Worker Additional Assistance Projects.

Effective Date:

This directive is effective upon release.

REFERENCES:

- WIA Sections 101(38), 133(a)(2) and 134(a)(2)(A)(i)
- Title 20 Code of Federal Regulations (CFR), Sections 665.320 and 667.262

STATE-IMPOSED REQUIREMENTS:

Other than for federal citations and rules, this directive consists entirely of State-imposed requirements.

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FILING INSTRUCTIONS:

This directive supersedes Directive WIAD06-6, dated August 29, 2006, and finalizes Draft Directive WSDD-3, issued for comment on August 21, 2007. The Workforce Services Division received no comments during the draft comment period. Retain this directive until further notice.

BACKGROUND:

The WIA defines RR activities as a State responsibility. However, it permits states to designate another entity to carry out these responsibilities. Pursuant to this authorization, California uses a decentralized RR strategy under which it delegates its RR responsibilities and awards its RR funding to local entities throughout the State to defray their costs of providing the RR services that are needed to respond to all dislocation events within each LWIA. Among the funding provided is Special Project funding for allowable activities defined in Title 20 CFR Sections 665.320 and 667.262. This directive and attachments provide the process whereby local entities can request Special Project funding for only these allowable activities.

POLICY AND PROCEDURES:

In PY 2007–08, the State will award approximately \$3.3 million for RR Special Project applications that meet the criteria established and adopted by the California Workforce Investment Board (State Board) Dislocated Worker 25 Percent Workgroup (Workgroup) at the May 18, 2004, State Board meeting. These RR Special Projects will address additional needs of the community, beyond the capacity of the RR formula allocated funds that fall within the allowable activities described in Title 20 CFR Sections 665.320 and 667.262.

Local WIA administrative entities and other organizations may submit RR Special Project applications. Applications must specify and justify RR funding that is expected to defray the costs of allowable RR activities. The categories of allowable and unallowable RR activities are contained in Attachment 1. The RR Special Project applications will be reviewed competitively based upon criteria (Attachment 2) recommended by the Workgroup. To promote the State priorities (Attachment 2), RR special project applications should demonstrate that projects will improve the connection of the Workforce Investment System with economic development (either private or public) and education (either private or public) to contribute to the economic vitality of individuals, businesses, and the community.

To ensure coordination and non-duplication of RR services, applicants other than LWIAs must demonstrate, in letters of support attached to their proposals, (1) that their RR Special Project applications have been prepared in coordination with the LWIA, (2) that their proposed RR activities are essential to address the unmet needs of special populations in their communities, and (3) that the services they plan to provide will be coordinated, and will not duplicate or conflict, with other local RR services.

Only one application per LWIA will be awarded funds. Each grant will not exceed \$225,000. The term of each grant will be no more than 12 months. Proposals will be scored and ranked by teams of independent reviewers based on the criteria set forth in

this SFP. The State will reserve as Additional Assistance any funds not awarded from this segment of RR funding.

The scoring value of each section of the SFP is as follows:

Criterion	Points
Narrative Section I. Statement of Need	15
Narrative Section II. Planned Approach	40
Narrative Section III. Benefits and Outcomes	10
Narrative Section IV. Local Collaboration	15
Narrative Section V. Statement of Capabilities	10
Narrative Section VI. Budget Summary and Expenditure Plan	10
Total Possible Points	100

The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, uniqueness, and innovative aspects of the proposal. Only those proposals deemed to be meritorious and in the best interests of the State will be recommended for funding.

Applicants must include the following documents in their application package:

1. Cover Signature Page – SFP Form 1
2. Proposal Narrative Form – SFP Form 2 (Ten page maximum)
3. Proposal Work Plan – SFP Form 3
4. Partner Roles and Responsibility Chart – SFP Form 4
5. Budget Summary and Expenditure Plan – SFP Form 5
6. Contractual Services Form – SFP Form 6

Applications approved for funding will become the approved project plans used for program monitoring and evaluation purposes. In the event the State awards less than the amount requested, applicants will be required to submit revised funding requests and activity plans, reflecting the awarded funds and the activities that will be conducted. Applicants requesting an alternative start date (not later than January 1, 2008) must indicate the request in a cover letter and must use the forms provided with this directive. The alternative starting/ending dates will be incorporated during the project negotiation process.

ACTION:

An original plus three copies of all applications, along with an electronic copy on CD, must be received by 4 p.m. on September 24, 2007. Late proposals will not be accepted. The EDD WSB will accept hand-delivered and courier-delivered proposals between 7:30 a.m. and 4 p.m. daily, excluding Saturdays, Sundays, and State holidays, through September 24, 2007.

Proposal Delivery Method and Addresses

Proposals may be submitted by mail, courier service, or hand delivery.

Mail to: ATTN: Solicitations and Grants Unit
Workforce Services Branch, MIC 88
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

By courier to: ATTN: Solicitations and Grants Unit
Workforce Services Branch, MIC 88
Employment Development Department
800 Capital Mall, Room 2029
Sacramento, CA 95814

Hand deliver to: ATTN: Solicitations and Grants Unit
Workforce Services Branch
Employment Development Department
722 Capitol Mall, Room 5099
Sacramento, CA 95814

Because an original signature is required, proposals may not be e-mailed or faxed.

Following the selection of proposals to be funded, notification will be placed on the EDD Web site and applicants will be notified of the funding decisions. The State expects that the award decision notices will be sent in October, 2007.

INQUIRIES:

If you have any questions, please contact Melissa Ochoa, Workforce Services Branch Solicitations and Grants Unit Manager, at (916) 653-1263.

/S/ BILL BURKE
Assistant Deputy Director
Workforce Services Branch

/S/ BOB HERMSMEIER
Chief
Workforce Services Division

Attachments

1. [Categories of Allowable and Unallowable RR Activities](#) (PDF)
2. [Funding Criteria for Competitively Funded RR Special Projects](#) (PDF)
3. [Cover Signature Page – SFP Form 1](#) (DOC)
4. [Proposal Narrative Form – SFP Form 2](#) (DOC)
5. [Proposal Work Plan – SFP Form 3](#) (DOC)
6. [Partner Roles and Responsibility Chart – SFP Form 4](#) (DOC)
7. [Budget Summary and Expenditure Plan – SFP Form 5](#) (DOC)
8. [Contractual Services Form – SFP Form 6](#) (DOC)